



State of Nevada

IT Operations Committee (NITOC)

Procedure

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1.0 PURPOSE

This document defines the structure and procedures for setting information technology policies, standards, and procedures (PSPs) and providing oversight to IT projects within Nevada state government.

2.0 SCOPE

The primary scope will be Executive branch IT operations, but the structure will have interfaces to both the Legislative and Judicial branches.

3.0 RESPONSIBILITIES

- **Working Committees.** There are eight working committees at the base of the policy structure, organized around specific areas of IT operations. These working committees are responsible for developing statewide IT policies, procedures and standards (PSPs), and providing advice and oversight to IT operations statewide within their respective areas.
- **Nevada IT Operations Committee (NITOC).** NITOC is responsible for the day-to-day operation of the policy and oversight structure. NITOC membership consists of the Chair and Co-Chair of each of the working committees. NITOC is responsible for reviewing PSP proposals from all the working committees to ensure that they are consistent with each other, and generally acceptable to the Nevada IT community. PSPs that are approved by NITOC will be passed to the Governor's IT Oversight Committee (3.3 below) for final approval. In the event that the Nevada IT committee cannot reach substantial consensus on a policy issue, NITOC will provide summaries of the major contending positions for resolution by the Governor's IT Oversight Committee.
- **Governor's IT Oversight Committee (GITOC).** Except as noted in section 6 below, the GITOC has final authority over all IT issues. GITOC will meet quarterly. GITOC members are selected by the Governor.
- **Legislative IT Advisory Board.** (Note...the intent is that this will be a revised version of the existing ITAB defined in NRS 242. This change will not occur prior to the next legislative session). The LITAB will meet quarterly, and will be given copies of all procedures submitted to GITOC for approval. The primary responsibility of LITAB is to provide a regular forum for the Executive and Legislative branches to exchange ideas, interests, and concerns on all IT issues statewide.

4.0 RELATED DOCUMENTS

Enterprise Wide IT Coordination organization chart.



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5.0 PROCEDURE

1. Either on their own initiative, or when requested by NITOC, or by statutory mandate, a working committee develops an IT PSP and accompanying impact statement.
2. Working committee submits the PSP and accompanying impact statement for NITOC review and approval. (NITOC may also initiate PSPs).
3. NITOC either forwards the PSP to GITOC for approval, or returns it to the working committee for rework with comments. If reworked then go back to step 2, else proceed to step 4.
4. GITOC reviews the PSP and either approves it, or returns it to NITOC for rework with comments. If reworked then go back to step 3, else proceed to step 5.
5. Approved PSP is entered into the document control system, and is distributed to the Nevada IT community distribution list.

6.0 EXCEPTIONS/OTHER ISSUES

- NERC is separately chartered, and this policy in no way diminishes or alters that charter.
- The Justice IT Integration Committee includes representatives from Public Safety, the Judicial Branch and the AG's office, and this policy in no way diminishes or alters any authority or responsibility of those entities.
- Requests for changes to existing PSPs should be routed through the system in the same manner as a new PSP.
- NERC and the eGov Steering Committee have historically operated under the rules of the open meeting law, and will continue to do so. All other meetings under this policy are not subject to the requirements of the open meeting law.

<i>Approved By</i>		
Title	Signature	Date
NV IT Operations Committee Chair		
Governor/Governor's Representative		



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<i>Document History</i>		
Revision	Date	Change
2.05(A)	1/11/02	Initial release.